

**AGENDA
CRAVEN COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION
MONDAY, NOVEMBER 4, 2013
7:00 P.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

APPROVE MINUTES OF OCTOBER 14, 2013 RECONVENED SESSION, OCTOBER 21, 2013 REGULAR AND RECONVENED SESSIONS

1. RECESSED PUBLIC HEARING
2. PETITIONS OF CITIZENS
 - A. Hal James
 - B. Steve Ipock
 - C. Chris Elks
 - D. Ray Griffin

DEPARTMENTAL MATTERS

3. TAX – RELEASES AND REFUNDS: Ronnie Antry, Tax Administrator
4. PLANNING
 - A. FY12 CDBG Infrastructure Program: Reed Whitesell, Holland Consulting Planners
 - B. Subdivisions for Approval: Don Baumgardner, Planning Director
5. FACILITIES – REVIEW OF FARMLAND LEASE PROPOSALS: Gene Hodges, Assistant County Manager, Facilities/Operations
6. APPOINTMENTS
 - A. Pending
 - B. Upcoming
7. COUNTY ATTORNEY’S REPORT: Jim Hicks
8. COUNTY MANAGER’S REPORT: Jack Veit
9. COMMISSIONERS’ REPORTS

Agenda Date: November 4, 2013

Presenter: _____

Agenda Item No. 1

Board Action Required: Yes

**REQUEST ADJORNMENT OF PUBLIC HEARING RELATED TO THE SALE OF
REAL PROPERTY IN THE CRAVEN COUNTY INDUSTRIAL PARK**

The Board of Commissioners previously set a public hearing for October 7, 2013, related to the sale of real property in the industrial park, but due to hesitation on the part of the buyer, the Board opened the hearing then immediately held it in recess until November 4. Unfortunately the buyer has withdrawn its offer to purchase the property. Since there will be no transfer of County-owned property, there is no need to hold a public hearing; therefore, the public hearing should be reconvened and then immediately adjourned.

Board Action: Reconvene and immediately adjourn the Public Hearing on November 4, 2013.

Agenda Date: November 4, 2013

Presenters: Hal James, Steve Ipock, Chris Elks.
Ray Griffin

Agenda Item No. 2

Board Action Required: No

PETITIONS OF CITIZENS

A. HAL JAMES

Mr. James wishes to speak about state and local funding of federally mandated programs.

B. STEVE IPOCK

Mr. Ipock wishes to speak about prayer.

C. CHRIS ELKS

Mr. Elks wishes to speak about prayer.

D. RAY GRIFFIN

Mr. Griffin wishes to speak about prayer.

Board Action: Receive Information

Agenda Date: November 4, 2013

Presenter: Ronnie Antry

Agenda Item No. 3

Board Action Required: Yes

DEPARTMENTAL MATTERS: TAX – RELEASES AND REFUNDS

Craven County Tax Administrator, Ronnie Antry, will present the routine requests for tax releases and refunds contained in Attachment #3 for the Board's approval.

Board Action: A roll call vote is needed to approve tax releases and refunds.

Agenda Date: November 4, 2013

Presenters: Reed Whitesell, Don Baumgardner

Agenda Item No. 4

Board Action Required: Yes

DEPARTMENTAL MATTERS: PLANNING

A. FY12 CDBG INFRASTRUCTURE PROGRAM

The following guidelines, plans and policies need to be formally adopted in order to move forward with this project:

1. Citizen Participation Plan
2. Residential Anti-displacement and Relocation Assistance Plan
3. Local Economic Benefit for LMI Persons (Section 3) Plan
4. Equal Employment and Procurement Policy
5. Policy Concerning Code of Conduct
6. Fair Housing Policy
7. Section 519 Policy (Prohibiting Use of Excessive Force)
8. Designation of Labor Standards Enforcement Officer

These are the standard guidelines, plans and policies that are required to be adopted for each individual CDBG program. (See Attachment #4.A)

Attachment 1 – FY12 CDBG Infrastructure Program Guidelines, Plans and Policies.

Board Action: Request adoption of the eight guidelines, plans and policies and authorize the chairman to sign.

B. SUBDIVISIONS FOR APPROVAL

The Planning Board has recommended the following subdivisions for approval:

The Gardens at Swift Creek Plantation Ph. 1 - Final

- Property is owned by Swift Creek Plantation, LLC and surveyed by Herbert J. Nobles, Jr. and engineered by Thomas Engineering, P.A
- Property is located within Twp. 1, off of Streets Ferry Rd. (SR 1440)
- Parcel ID 1-046-054
- Subdivision contains 9 lots on 3.89 acres
- Lots proposed are to be served by county water and individual septic systems

James & Eloise Collins – Final

- Property is owned by James & Eloise Collins and surveyed by Robert H. Davis, PLS
- Property is located within Twp. 2 off of Wildlife Rd. (SR 1431)
- Parcel ID 2-040-169
- Subdivision contains 1 lot on 1.415 acres
- Lot proposed to be served by First Craven water and an existing septic system

Jennifer H. Prescott – Final

- Property is owned by Hazel Hawkins and surveyed by Matthews Surveying PLLC
- Property is located within Twp. 3 off of White Ave. (SR 1240)
- Parcel ID 3-035-044
- Subdivision contains 1 lot on 2.70 acres
- Lot proposed to be served by county water and an existing septic system

McCoy Estate – Final

- Property is owned by Roy D. McCoy and surveyed by Brad L. Suitt & Assoc. PA
- Property is located within Twp. 3 off of Up Creek Rd. (SR 1239)
- Parcel ID 3-044-086
- Subdivision contains 1 lot on 0.50 acre
- Lot proposed to be served by county water and an existing septic system.

Board Action: A vote to approve the subdivisions is needed.

Agenda Date: November 4, 2013

Presenter: Gene Hodges

Agenda Item No. 5

Board Action Required: Yes

DEPARTMENTAL MATTERS: FACILITIES – REVIEW OF FARMLAND LEASE PROPOSALS

Craven County owns approximately 150 acres of land that is leased as farmland for crop production. This acreage is comprised of undeveloped land in the Industrial Park, acreage to the right of the entrance at the Judicial Center and land adjacent to the Cove City Park. In 2010, this lease was put out for bids and a 3-year lease was awarded to Alfred White and A W Farms from Pollocksville. This year we solicited proposals via an ad in the Sun Journal, posting the request on the County's website, and posting the request at Ag Extension. The criteria for the proposals were: price per acre, intended crop use, past production history, and detailed maintenance plan for the farmland. We received 7 proposals ranging in price from \$40/acre to \$101/acre. The Craven County Agricultural Advisory Board was asked to review the proposals and provide a ranking of the proposals, 1 through 7; with 1 being the best, which was incorporated into our review. When all the proposals were evaluated and ranked, two proposals were tied for first. Using the higher price per acre as the tie breaker, Mitchell Farms from Cove City submitted the highest ranked proposal at a lease rate of \$85/acre per year for a 3-year lease.

Board Action: Direct staff to move forward with advertising the public notice of intent to enter into a farmland lease agreement and place on the November 18 agenda for Board approval.

Agenda Date: November 4, 2013

Presenter: _____

Agenda Item No. 6

Board Action Required: Yes

APPOINTMENTS

- A. PENDING
- B. UPCOMING

Board Action: Board Action: If the intent is to make appointments effective immediately, a motion to waive the one meeting waiting requirement would be in order.

A. PENDING APPOINTMENT(S):

FIREMEN'S RELIEF FUND BOARD OF TRUSTEES

AUTHORIZATION: NCGS 58-84-30

MISSION/FUNCTION: To safeguard firefighters in active service and dependent members of their families from financial loss resulting from sickness, injury or loss of life suffered while in performance of his or her duties as a firefighter.

NUMBER OF MEMBERS:

5 per department

TYPE:

2 appointed by Board of Commissioners; 2 appointed by the department; 1 appointed by Commissioner of Insurance

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: As necessary

COMPENSATION: No Yes Specify: _____

Term(s) ending: Ralph Roeland - #6 (Initial Appointment 1999)

No applications on file

NURSING HOME ADVISORY COMMITTEE

AUTHORIZATION: N.C.G.S.131E-115

MISSION/FUNCTION: Work to maintain the intent of the Nursing Home Patients Bill of Rights within the licensed homes in the County; to promote community involvement and cooperation with domiciliary homes to ensure quality care for the elderly.

NUMBER OF MEMBERS:
7-12

TYPE:
Dictated by the number of homes in the county; homes have right to recommend 25% of appointees

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

Cannot be employed by or have a relative in an adult care home.

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: Quarterly, beginning in March, third Wednesday, 10:00 a.m.

COMPENSATION: No Yes

Term(s) Ending: Rachelle Martin (Initial appointment 2010)
(No longer serving and needs to be replaced.)

No applications on file.

REGIONAL AGING ADVISORY COMMITTEE

AUTHORIZATION: _____

MISSION/FUNCTION: The committee advocates on behalf of the senior population of COG Region P, and as advocates for seniors in their respective counties. It reviews and comments on laws, policies, actions and programs that affect older adults.

NUMBER OF MEMBERS:

27

TYPE:

3 Representatives of each county in Region P

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

Interest in issues affecting the senior population; older adults who are participants in aging services, representatives of older adults, older minority individuals, nutrition project representatives, general public, local elected officials

LENGTH OF TERMS: 3 Years

MEETING SCHEDULE: First Monday of January, April, July and October, 10:00 a.m.

COMPENSATION: No Yes Specify: _____

Term(s) ending: Gertha Williams (Deceased)

No applications on file.

JUVENILE CRIME PREVENTION COUNCIL (JCPC)

AUTHORIZATION: N.C.G.S. 147-33.66

MISSION/FUNCTION: To assess the needs of juveniles in the community, evaluate the adequacy of resources available and develop or propose ways to address unmet needs.

NUMBER OF MEMBERS:

25 (maximum)

TYPE:

From among the following categories, or in some instances, the designees of the specified position: school superintendent, chief of police, sheriff, district attorney, chief court counselor, area mental health director, social services director, county manager, substance abuse professional, member of faith community, county commissioner, person under the age of 21, juvenile defense attorney, chief district court judge, member of the business community, local health director, non-profit representative, parks and recreation representative, up to seven additional members appointed by the Board of Commissioners

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE: 2nd Monday of the month 12:30 p.m.

COMPENSATION: No X Yes Specify: _____

Terms ending:

Lillie Hayes (Deceased)
Carol Mattocks (initial appointment 2001)
Alvin Burney (Deceased)
1 vacancy not previously filled (can have up to 25)

Applications on file:

Attachment #6.A.
Carlton Metz
Tracy Monk
Catherine Hardison
Wendy Paschal

JURY COMMISSION

AUTHORIZATION: NCGS Chapter 9-1

MISSION/FUNCTION: Selects list of suitable citizens from among those eligible to serve as jurors for a term of court

NUMBER OF MEMBERS:

1
1
1

TYPE:

(Appointed by County Commissioners)
(Appointed by Sr. Resident Superior Court Judge)
(Appointed by Clerk of Superior Court)

QUALIFICATIONS (Special Skills, Professional Classifications, Affiliations, Limitations, etc.):

Must be qualified voter of Craven County

LENGTH OF TERMS: 2 Years

MEETING SCHEDULE:

COMPENSATION: No Yes Specify:

Term(s) ending: George Griffin (initial appointment 1999)
Application(s) on file: Jim Muse (Attachment #6.A.1.)
(will provide at the meeting)

B. UPCOMING APPOINTMENTS

November – None

December

Health

David Baxter, Optometrist (initial appointment 2011)
Si Seymour (initial appointment 2011)
David Stevick, Engineer (initial appointment 2007)
Robert Whitley, Dentist (initial appointment 2004)

Firemen's Relief Fund

Daniel Murphy, West New Bern (initial appointment 2011)

JCPC

Joel Grimm (initial appointment 1996)
Toussaint Summers, N.B. Police (initial appointment 2011)

Havelock Library

Lossie Carter (initial appointment 1996)
Joanna Wishon (initial appointment 2008)

January – None

Agenda Date: November 4, 2013

Presenter: Jim Hicks

Agenda Item No. 7

Board Action Required: Yes

COUNTY ATTORNEY'S REPORT

- A. Final Approval - Offer to Purchase Real Property - 705 Scott Street (Parcel No. 7-005-055)

The County previously received a tentative offer to acquire this property from Mr. Allen for the sum of \$500.00. The Board accepted the tentative offer, and it was advertised for upset bids. No upset bids were received. The proposed deed is attached hereto. (Attachment #7.A.)

Board Action: It is recommended that the Board approve the final sale to Mr. Allen for the sum of \$500.00.

- B. Final Approval - Offer to Purchase Real Property - 311 James Street (Parcel No. 7-006-183)

The County previously received a tentative offer to acquire this property from Mr. Allen for the sum of \$2,000.00. The Board accepted the tentative offer, and it was advertised for upset bids. No upset bids were received. The proposed deed is attached hereto. (Attachment #7.B.)

Board Action: It is recommended that the Board approve the final sale to Mr. Allen for the sum of \$2,000.00.

- C. Final Approval - Offer to Purchase Real Property - Elder Street (Parcel No. 7-006-258)

The County previously received a tentative offer to acquire this property from Mr. Allen for the sum of \$3,000.00. The Board accepted the tentative offer, and it was advertised for upset bids. No upset bids were received. The proposed deed is attached hereto. (Attachment #7.C.)

Board Action: It is recommended that the Board approve the final sale to Mr. Allen for the sum of \$3,000.00.

Agenda Date: November 4, 2013

Presenter: Jack Veit

Agenda Item No. 8

COUNTY MANAGER'S REPORT

Agenda Date: November 4, 2013

Presenter: _____

Agenda Item No. 9

COMMISSIONERS' REPORTS